

Outline Job Description and Person Specification

Role	Programme Lead
Reporting To	Office Supervisor and SFNI Board of Directors
Area	Antrim Road, Belfast, Northern Ireland Travel within NI is essential to this role. Travel and subsistence will be paid at public sector rates.
Salary	NICVA Scale: Commensurate with experience
Hours	35 hours per week. This is a full-time position subject to annual funding. This role will involve some evening and weekend work.
The Role	<p>SFNI encourage young people to achieve a state of personal, holistic well-being by balancing the social, physical, intellect, character, emotional and spiritual aspects of their lives. Our work promotes equality, diversity and inclusiveness through the provision of community based, quality youth programmes, delivered in a safe and trusting environment through excellence, professionalism, courtesy and respect.</p> <p>The Programme Lead will be responsible for all aspects of programme management to ensure the best possible understanding and clarity of programme delivery requirement and expectation for Scouts and Scouters. Key role responsibilities will include:</p> <ul style="list-style-type: none"> • Developing youth participation policy for SFNI • Supporting volunteers and youth members in establishing strong, consistent county youth forums • Reviewing the Scouting Programme and mapping outcomes in line with EA Youth Work Outcomes, Youth Work Curriculum NI and Regional Assessment of Need • Actively engaging all commissioned service providers and stakeholders in planning and design of programmes • Specifying, developing, managing and continuously improving programme requirements and content through quality assurance • Designing, developing and transferring clearly specified and accessible standard operating procedures and programme guidelines to operations • Ensuring the service model and practice reflects a strong commitment to customer care and service excellence • Ensuring that programme delivery, performance and service continuity risk is actively managed and proactively engaged and addressed • Ensuring that any issues / exceptions are addressed in a timely, coherent and integrated manner for all stakeholders • Keeping up to date with current legislation and policy in relation to safeguarding and youth work practice • Overseeing the maintenance of project premises, resources and equipment • Defining and monitoring clear deliverables, KPIs and performance metrics and reporting on the same in line with Education Authority / SFNI plans • Preparing an Annual Report on the work of the projects • Being the programme lead / single point of reference for assigned Education Authority NI (EANI) core funding programmes and ad hoc funding initiatives • Providing/organising training to volunteers/youth members based on need • Ensuring that overall delivery and cohesiveness of the programme requirement is addressed • Working with groups to increase the numbers and record all awards attained by youth members • Providing groups/counties with advice on best practice for program delivery. • Working with the Provincial Youth Representative/ Provincial Management Support Team to improve program delivery using best practice at local group/county/provincial level.

The Person

To be successful in this role you will evidence and demonstrate the following minimum requirements:

Qualifications

- Possess at least two “A” Levels at grade C or above (or equivalent qualification)

Experience and Knowledge

- Have a proven interest in, and commitment to youth work and community education, with a particular knowledge of scouting
- Have at least 2 years relevant experience of working directly with young people in a support role using youth work methods
- Experienced in acting as key person in relation to engagement with stakeholder and funding bodies
- Have worked with and supported volunteers in a youth environment
- Experienced in report writing and information presentation to diverse audiences
- Strong programme experience in One Programme, Gaisce, DOE and/or other relevant programmes
- Experience of managing and delivering projects covering specifying, developing, managing, evaluating, continuously improving programme requirements and content
- Highly Proficient in use of MS packages e.g., Word, Excel, Outlook, Project, PowerPoint; SharePoint applications and portals

Personal Attributes

- Ability to use own initiative, taking ownership, responsibility and corrective actions when required
- Ability to work at differing levels of detail, both big picture concepts and complex detailed issues
- Create trust and credibility, display honesty, integrity and ethical behaviour while engaging with stakeholders
- Excellent spoken/written communication skills with an ability to persuade others
- Ability to develop inclusive, professional relationships with customers and colleagues to achieve success
- Has a structured and organised approach with the ability to prioritise and manage workload under pressurised conditions and competing priorities
- Demonstrates a flexible and adaptable approach to their work in fast paced and demanding environment
- Confident and approachable while possessing the ability to be assertive as required
- Enthusiastic, pragmatic and motivated in their approach

Additional

- Be independently mobile to travel throughout NI
- Possess and display an enthusiastic commitment to the aims, policies and strategies of SFNI

Other

Appointment will be made subject to satisfactory vetting and suitable reference checks

How to apply: Please send your CV and cover letter outlining your experience and why you would be suitable to this role by Friday 27th August 2021: Email: careers@sfni.org

SFNI is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society